

Scheme of work

For each VTCT (ITEC) qualification, the lecturer/centre must complete a scheme of work for each unit indicating how the Lecturer is planning to cover the unit content throughout the course. Set out the planned sessions in terms of learning outcomes to be achieved. These should match those stated within the VTCT (ITEC) unit specification. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the unit specification.

Unit title: iUBT380 - Instruction on make-up application

Total contact tuition hours proposed: 34

Lecturer(s) responsible:

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> College rules and regulations College mission statement ITEC rules and regulations Health & Safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform 	<ul style="list-style-type: none"> Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course 	
1. Be able to prepare for make-up instruction			
Prepare themselves, client and work area for make-up treatment	<ul style="list-style-type: none"> Preparation of working area Equipment Products Work wear Personal appearance and behaviour Hygiene e.g. sterilising/sanitising tools and equipment Procedures used to prepare client for treatment Client care and modesty 	<ul style="list-style-type: none"> OHP/Whiteboard Lecture Q&A Homework Test An example of a consultation form can be 	10

Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> • Consulting in a suitable area • Positive body language • Positioning of the client • Good communication skills (asking open and/or closed questions where appropriate) • Professionalism • Contra-indications and contra-actions • Treatment plan • Make up chart • Products used • Consent • Confidentiality • Client's signature 	downloaded from: www.itecworld.co.uk	
Provide clear recommendations to the client	<ul style="list-style-type: none"> • The outcome of the consultation • Occupation • Lifestyle • Current regime and products used • Client needs • Make-up specification 		
Select products and tools to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Additional support if appropriate • Headband • Bedroll • Clothing protection • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Cosmetic sponges • Make-up brushes • Disposable applicators • Make-up palette 		

	<ul style="list-style-type: none"> • Mirror • Sterilising solution • Brush cleanser • UV cabinet • Waste disposal • Colour charts • Instructional product guides/leaflets • Instructional diagrams • Products used when instructing clients in skin care and make-up application: <ul style="list-style-type: none"> - Skincare - Day make-up - Evening make-up - Special occasion make-up - Corrective make-up 		
Describe workplace requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> • Any particular rights, restrictions and acts applicable to make-up treatments • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance 		
State the environmental conditions suitable for make-up treatments	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas 		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> • The importance of positive body language • Positioning of themselves and client (no barriers) • Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication 		
Describe how to select products, tools and	<ul style="list-style-type: none"> • The importance of selecting the correct products, tools and equipment based upon client consultation, client needs and make-up instruction specification 		

equipment to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Additional support if appropriate • Headband • Bedroll • Clothing protection • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Cosmetic sponges • Make-up brushes • Disposable applicators • Make-up palette • Mirror • Sterilising solution • Brush cleanser • UV cabinet • Waste disposal • Eye make-up remover • Cleansing lotions, milks, creams, foams, oils and gels • Skin toners, fresheners, astringents and tonics • Moisturising products • Eye creams and gels • Serums • Pre-base products (mattifying, light reflective, anti-ageing) • Colour corrective products (lilac, green, orange) • Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt) • Concealers (cream, stick, liquid) • Face powders (loose, compact, mineral, light-reflecting, shimmer) • Bronzing products (powder, gel, liquid) • Shaders 		
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	<ul style="list-style-type: none"> • Highlighters • Cheek products (cream, powder, liquid tints, mineral-based) • Eyebrow products (pencils, powders, gels) • Eye shadow (powders, cream, water colours, mineral, pigment) • Eyeliner products (liquid, gel, kohl pencil, pencil, cake) • Mascara (waterproof and non-waterproof) • Lip liner • Lipstick • Lip gloss • Lip balm • Techniques used to instruct clients in the use/application of: <ul style="list-style-type: none"> - Cleansers - Toners - Moisturisers - Pre-base - Colour corrective base products - Foundation - Concealer - Powder - Blusher - Shader - Highlighter - Eyeshadow - Eyeliner - Mascara - Lip liner - Lipstick for the following make-up: <ul style="list-style-type: none"> ▪ Day ▪ Evening ▪ Special occasion ▪ Corrective • The methods, hygiene and safety precautions of all skin care and make-up application instructions 		
Identify skin types, conditions and characteristics	<ul style="list-style-type: none"> • Skin types <ul style="list-style-type: none"> - White - Black - Asian type skin - Mixed - Dry - Oily - Combination 		

	<ul style="list-style-type: none"> • Skin conditions/characteristics <ul style="list-style-type: none"> - Mature skin - Young skin - Sensitive - Dehydrated - Lack of elasticity - Lack of muscle tone - Blemishes - Age - Crow's feet - Broken capillaries - Open pores - Milia - Comedones - Pustules - Papules - Hyperpigmentation - Hypopigmentation - Dermatitis papulosa nigra - Pseudofolliculitis - Keloids - Ingrowing hairs - Vitiligo - Albinism - Chloasma - Ephelides - Lentigo - Naevae - Port wine stain - Leucoderma - Scarring - Thin skin - Small moles - Dark circles • Skin tones <ul style="list-style-type: none"> - Fair - Medium - Dark - Olive 		
Describe the contra-indications which may	<ul style="list-style-type: none"> • Contra-indications requiring medical permission – in circumstances where medical permission cannot be obtained clients must sign an informed consent form stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP 		

prevent or restrict treatment	<ul style="list-style-type: none"> - Medical oedema - Nervous/psychotic conditions - Epilepsy - Recent facial surgery affecting the area - Diabetes - Skin cancer - Slipped disc - Undiagnosed pain - When taking prescribed medication - Whiplash • Contra-indications that restrict treatment <ul style="list-style-type: none"> - Fever - Contagious or infectious diseases - Under the influence of recreational drugs or alcohol - Diarrhoea and vomiting - Any known allergies - Eczema - Undiagnosed lumps and bumps - Localised swelling - Inflammation - Cuts - Bruises - Abrasions - Scar tissue (2 years for major operations and 6 months for a small scar) - Sunburn - Hormonal implants - Urticaria - Recent fractures (minimum 3 months) - Sinusitis - Neuralgia - Migraine/headache - Hypersensitive skin - Botox/dermal fillers (1 week following treatment) - Hyperkeratosis - Skin allergies - Trapped/pinched nerve affecting the treatment area - Inflamed nerve - Conjunctivitis - Styes - Hay fever - Watery eyes - Blepharitis 		
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2. Be able to instruct on make-up application			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Explanation of treatment • Benefits, limitations and co-operation required • Client care, modesty and support • Communication • Correct posture, hygiene and a professional approach to the client throughout treatment 	<ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A • Handout • Homework • Test 	24
Follow health and safety working practices	<ul style="list-style-type: none"> • Fire Precautions Act • Health & Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health & Safety at Work Regulations • The Workplace (Health, Safety & Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act/GDPR • Adhere to all product safety precautions and manufacturers' instructions • Legislation which relates to the work being carried out, the environment and the client with whom the consultant is working 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Consultant maintaining correct working posture throughout treatment • Consultant self-care 		
Use products, tools, equipment and techniques to suit client's treatment needs	<ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Couch or chair - Trolley - Stool - Towels - Additional support if appropriate - Headband - Bedroll - Clothing protection - Disinfecting fluid - Magnifying lamp - Tissues - Cotton wool - Sponges 		

	<ul style="list-style-type: none"> - Gloves - Spatulas - Bowls - Cosmetic sponges - Make-up brushes - Disposable applicators - Make-up palette - Mirror - Sterilising solution - Brush cleanser - UV cabinet - Waste disposal • Products <ul style="list-style-type: none"> - Eye make-up remover - Cleansing lotions, milks, creams, foams, oils and gels - Skin toners, fresheners, astringents and tonics - Moisturising products - Eye creams and gels - Serums - Pre-base products (mattifying, light reflective, anti-ageing) - Colour corrective products (lilac, green, orange) - Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt) - Concealers (cream, stick, liquid) - Face powders (loose, compact, mineral, light-reflecting, shimmer) - Bronzing products (powder, gel, liquid) - Shaders - Highlighters - Cheek products (cream, powder, liquid tints, mineral-based) - Eyebrow products (pencils, powders, gels) - Eye shadow (powders, cream, water colours, mineral, pigment) - Eyeliner products (liquid, gel, kohl pencil, pencil, cake) - Mascara (waterproof and non-waterproof) - Lip liner - Lipstick - Lip gloss - Lip balm • Techniques used to instruct clients in the use/application of: <ul style="list-style-type: none"> - Skin care - Day make-up - Evening make-up - Special occasion make-up - Corrective make-up 		
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Instruct the client(s) on make-up application to promote understanding	<ul style="list-style-type: none"> • Discuss, assess and advise on application techniques for specific face, eye, lip and nose shapes, skin tone and colour • Use instructional leaflets, diagrams • Use of colour charts • Discussion and recommendation of suitable make-up products • Demonstration to half the face using appropriate application techniques • Observe, guide and correct client during application to other half of face 		
Describe the use and purpose of make-up tools and products	<ul style="list-style-type: none"> • Tools <ul style="list-style-type: none"> - Headband - Clothing protection - Tissues - Cotton wool - Cotton wool buds - Sponges - Gloves - Spatulas - Bowls - Cosmetic sponges - Make-up brushes - Disposable applicators - Make-up palette - Mirror - Sterilising solution - Brush cleanser - Disinfecting fluid • Products <ul style="list-style-type: none"> - Eye make-up remover - Cleansing lotions, milks, creams, foams, oils and gels - Skin toners, fresheners, astringents and tonics - Moisturising products - Eye creams and gels - Serums - Pre-base products (mattifying, light reflective, anti-ageing) - Colour corrective products (lilac, green, orange) - Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt) - Concealers (cream, stick, liquid) - Face powders (loose, compact, mineral, light-reflecting, shimmer) - Bronzing products (powder, gel, liquid) - Shaders - Highlighters - Cheek products (cream, powder, liquid tints, mineral-based) 		

	<ul style="list-style-type: none"> - Eyebrow products (pencils, powders, gels) - Eye shadow (powders, cream, water colours, mineral, pigment) - Eyeliner products (liquid, gel, kohl pencil, pencil, cake) - Mascara (waterproof and non-waterproof) - Lip liner - Lipstick - Lip gloss - Lip balm 		
Provide the client with written make-up instructions	<ul style="list-style-type: none"> • Make-up chart • Colour charts • Instructional leaflets and diagrams covering face, eye and nose shapes and product use 		
Evaluate the effectiveness of the make-up instruction with the client	<ul style="list-style-type: none"> • Client response to session • Client feedback • Retail opportunities • Advice on further sessions 		
Complete the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Concluding the treatment in appropriate manner to meet client's needs, manufacturers' instructions and make-up specification • Check instruction and client application results during session and at the end with client using mirror 		
Record the results of the treatment	<ul style="list-style-type: none"> • Client response to treatment and feedback • Note benefits of the treatment • Product advice • Home care advice • Store records demonstrating knowledge of confidentiality requirements 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Skin care and make-up product recommendations • Colour recommendations • Avoid touching excessively • Remove make-up immediately if skin irritation occurs • Referral procedures • Recommendations for further instructional sessions 		
State how to communicate and behave in a professional manner	<ul style="list-style-type: none"> • Consultation • Treatment explanation • Client care • Hygiene • Good communication skills 		

Describe health and safety working practices	<ul style="list-style-type: none"> • Fire Precautions Act • Health & Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health & Safety at Work Regulations • The Workplace (Health, Safety & Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act/GDPR 		
State the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Consultant maintaining correct posture throughout session • Consultant in position to observe and instruct client clearly in appropriate lighting 		
State the importance of using products, tools, equipment and techniques to suit client's treatment needs	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Additional support if appropriate • Headband • Bedroll • Clothing protection • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Cosmetic sponges • Make-up brushes • Disposable applicators • Make-up palette • Mirror 		

	<ul style="list-style-type: none"> • Sterilising solution • Brush cleanser • UV cabinet • Waste disposal • Products and techniques used to instruct clients in the use/application of: <ul style="list-style-type: none"> - Skin care - Day make-up - Evening make-up - Special occasion make-up - Corrective make-up 		
State the importance of instructing the client on make-up application to promote understanding	<ul style="list-style-type: none"> • Skincare product recommendations • Make-up products recommendations • Colour recommendations • Application tools and uses • Client satisfaction • Retail recommendations 		
Describe the importance of evaluating the effectiveness of the make-up instruction with the client	<ul style="list-style-type: none"> • Client response to session • Client feedback • Retail opportunities • Advice on further sessions 		
State the contra-actions that may occur during and following treatments and how to respond	<ul style="list-style-type: none"> • Adverse skin reaction • Watery eyes • Excessive erythema • Skin irritation • Itching • Immediate removal of cosmetic products • Application of cool compress • Referral procedures 		
State the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Concluding the treatment in the correct manner to meet client's needs, manufacturers' instructions and make-up specification • Check application with client using mirror 		
State the importance of completing treatment records	<ul style="list-style-type: none"> • Maintaining records • Aftercare • Home care • Product advice • Compliance with data protection 		

State the aftercare advice that should be provided	<ul style="list-style-type: none"> • Skincare product recommendations • Make-up products recommendations • Application tools • Colour recommendations • Avoid touching excessively • Remove make-up immediately if skin irritation occurs • Referral procedures • Recommendations for further instructional sessions 		
Describe the structure and function of the skin	<ul style="list-style-type: none"> • Skin structure <ul style="list-style-type: none"> - Epidermis <ul style="list-style-type: none"> ▪ Stratum corneum ▪ Stratum lucidum ▪ Stratum granulosum ▪ Stratum spinosum/malphigian layer ▪ Stratum germinativum/basal layer - Dermis <ul style="list-style-type: none"> ▪ Blood supply ▪ Lymphatic supply ▪ Hair follicle ▪ Hair shaft ▪ Sebaceous gland ▪ Sweat gland: Eccrine and apocrine ▪ Sensory nerve endings ▪ Dermal papilla ▪ Collagen ▪ Elastin ▪ Histiocytes ▪ Mast cells ▪ Fibroblasts ▪ Erector pili muscle ▪ Melanocytes - Subcutaneous/adipose layer <ul style="list-style-type: none"> ▪ The structure and function of the fatty layer underneath the dermis • Skin functions <ul style="list-style-type: none"> - Secretion - Heat regulation - Absorption - Protection/acid mantle (composition and formation) - Elimination/excretion - Sensation - Vitamin D formation (7-dehydro-cholesterol) 		

State the position and action of the muscles of the head, neck and shoulders	<ul style="list-style-type: none"> • Orbicularis oculi • Orbicularis oris • Masseter • Buccinator • Risorius • Levator anguli oris • Levator labii superioris • Depressor anguli oris (Triangularis) • Depressor labii inferioris • Mentalis • Zygomaticus • Temporalis • Nasalis • Procerus • Corrugator • Frontalis • Occipitalis • Pterygoids • Trapezius • Platysma • Sternocleidomastoid • Deltoid • Pectoralis major and minor 		
State the names and position of the bones of the head, neck and shoulders	<ul style="list-style-type: none"> • Cranium <ul style="list-style-type: none"> - Parietal - Frontal - Ethmoid - Sphenoid - Occipital - Temporal • Facial <ul style="list-style-type: none"> - Nasal - Zygomatic - Maxilla - Lacrimal - Turbinate - Palatine - Mandible - Vomer • Shoulder 		

	<ul style="list-style-type: none"> - Clavicle - Scapula - Humerus • Chest <ul style="list-style-type: none"> - Sternum • Neck <ul style="list-style-type: none"> - Cervical vertebrae 		
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Document History

Version	Issue Date	Changes	Role
v1	29/10/2019	First published	Qualifications Administrator